Policy on Interior Postings in Engineering Buildings

Date: February 23, 2024	**Policy ID:** ENG-Ops-020	**Status:** Final

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Oversight Executive: Dean of Engineering & Applied Science

Applies to: All interior spaces of organizational units and buildings managed by the School of Engineering & Applied Science, including, but not limited to: Thornton, Olsson, Rice, Albert Small, Mechanical Engineering, Jesser, Chemical Engineering, and Wilsdorf Halls.

Reason for Policy
To provide guidance on interior postings and the responsibility of university employees who maintain designated posting spaces.

Definition of Terms:
Sponsored Postings: A communication serving the business purposes of the University or School of Engineering and Applied Science, authorized and managed by a University or school unit or administrative office.

Community Postings: A communication not authorized by a University or school unit or administrative office, that does not explicitly serve the business purposes of the University. This includes but is not limited to: items posted by UVA students, items posted by UVA employees not associated with their job duties, and communications from individuals or organizations not associated with UVA.

Policy Statement:
- Consistent with UVA's Statement on Free Expression and Free Inquiry, the School of Engineering and Applied Science is committed to free expression and free inquiry. All views, beliefs, and perspectives deserve to be articulated and heard free from interference.
- Postings that contain true threats, obscenity, copyright, or trademark violation, or otherwise violate state or federal law or University policy are prohibited and may not be posted on UVA Engineering Community Postings boards
- Community Postings are only permitted on designated public tack boards. These locations will be marked with "UVA Engineering Community Postings" and a link to this policy.
- No Community Postings are allowed on non-designated locations, including walls, windows, program-specific or departmental communication boards, or any other area not marked and identified as "UVA Engineering Community Postings".

- All Community Postings must use push pins. The use of tape, any adhesive, thumb tacks, and staples is prohibited.
- Community Postings must include:
  - The name of the individual or organization sponsoring the communication.
  - The date range to be displayed (not exceeding 90 days).
- Community Postings are limited to one per sponsor, per tack board, on a first-come, first-serve basis.
- Community Postings may not cover existing materials or be over 12 inches in any dimension.
- Unauthorized individuals may not remove existing postings, even if expired or not in compliance with this policy.

Questions about this policy should be directed to the Engineering office of Planning and Facilities.

Procedures:
Posted materials which are not in compliance with this policy or are expired will be removed by Facilities Management, department staff, or other University officials at any time without regard to content. Department staff will routinely remove all expired or undated postings on the first regular work day of each month.

Related Information:
This policy is a supplement to PRM-008: Exterior Posting and Chalking which governs exterior postings on all University property.

Policy Background: This is the first version of this policy, approved Feb 23, 2024.